

ILRC FILING REQUIREMENTS

***EFFECTIVE NOVEMBER 1, 2010**

WHEN MUST A PERSON OR ENTITY REGISTER WITH THE ILRC?

(LATE PENALTIES MAY APPLY)

- ✓ **"Lobbying"** means communicating by any means, or paying others to communicate by any means, with any legislative person with the purpose of influencing any legislative action.
- ✓ A **"Lobbyist"** is any person who engages in lobbying; and who, in any registration year, receives or expends an aggregate of at least five hundred dollars (\$500) in compensation or expenditures reportable under the lobby law, whether the compensation or expenditure is solely for lobbying or the lobbying is incidental to that individual's regular employment.
- ✓ Each registration statement shall be filed under oath and not later than January 15 or within fifteen (15) days after the registrant becomes a lobbyist, whichever is later. Each registration statement expires on December 31 of the year for which it was issued. The commission may accept registration statements before January 1 of the year to which they apply, as the commission determines.

WHEN ARE LOBBYIST ACTIVITY REPORTS DUE?

(LATE PENALTIES MAY APPLY)

- ✓ May 31st
for the period covering November 1st of the prior year, through April 30th of the current year
- ✓ November 30th
for the period covering May 1st of the current year, through October 31st of the current year

WHAT IS THE DEADLINE FOR FILING AMENDED REPORTS?

(LATE PENALTIES MAY APPLY)

- ✓ If a **material change** occurs in any of the information contained in a registration statement, an appropriate amendment shall be filed within **fifteen (15) days after the change**.

MUST I FILE A REPORT IF I TERMINATE MY STATUS AS A LOBBYIST?

(LATE PENALTIES MAY APPLY)

- ✓ Each registered lobbyist may file a notice of termination within fifteen (15) days after he ceases the 15 activity which required his registration; however, **this does not relieve the lobbyist of the activity reporting requirements of IC 2-7-3.**